

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE TRANSPORTATION ENGINEERING TECHNICIAN	DISTRICT/DIVISION/OFFICE 09/603 DISTRICT OFFICE, MAINTENANCE ENGINEERING	
WORKING TITLE ASSISTANT MAINTENANCE ENGINEER TECHNICIAN	POSITION NUMBER 909-603-3175-XXX	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible: working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT

Under the supervision of the District Maintenance Engineer, a Senior Transportation Engineer, and lead of a Transportation Engineer Range A, B, C, or D the incumbent will perform complex nonprofessional engineering office and field work in the preparation of reports, plans, specifications, and estimates for a variety of minor and major capital highway improvement projects, minor and major maintenance projects, and varied minor and major facility improvement and maintenance projects. May inspect the construction of projects delivered by the Maintenance Engineering Department.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

TRANSPORTATION ENGINEER CIVIL, MAINTENANCE ENGINEERING

- 50% (E) Assist in preparation of project plan sheets, construction detail sheets, quantity summaries, project special provisions, and engineers estimates for a variety of highway and facility maintenance and improvement projects. Perform and check calculations for the engineers estimate and develop estimates for major and minor projects.
- 25% (M) Perform field reviews and surveying of highway projects and facility projects using distance meters, survey levels, and measuring wheels to gather information necessary for developing PS&E packages.
- 10% (M) Construction inspector under general direction from the construction resident engineer for various major maintenance projects delivered by Maintenance Engineering. May independently administer and inspect various minor facility projects delivered by Maintenance Engineering. Assure contractor builds projects according to engineering plans, specifications, and estimate.

- 10% (E) Contract manager for the development and execution of public works service contracts for various minor highway and facility projects.
- 3% (E) Assist in preparation of project reports and concept reports for Minor A highway and maintenance facility projects. Prepare Project Scope Summary Reports (PSSR) for major highway preventive maintenance projects.
- 1% (E) Provide engineering and construction support for various emergency projects in response to storm damage and other natural disasters
- 1% (M) Attend various training classes both mandatory and job related, seminars, and meetings at locations throughout the state.

SUPERVISION EXECUTED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: using computer equipment and software in the preparation of reports, contract plans, maps, estimates, and spreadsheets. Knowledge of survey techniques and procedures. Knowledge of Microstation desirable.

Ability to: make accurate engineering calculations; analyze situations accurately and take effective action; prepare reports. Must be able to work effectively in a team environment.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Accurate and good decisions, calculations, and recommendations on designs, plans, and specifications will facilitate work and maintenance of facilities. However, poor or flawed work can cause delays, additional engineering costs, and deterioration of facilities including increased maintenance costs and decreased service and safety.

PUBLIC AND INTERNAL CONTACTS

Employee has frequent contact with representatives of other State agencies and the general public occasionally. Internal contacts are made on a daily basis with members of the Maintenance Department, other Departments in the district, and on a frequent basis with Headquarters. Employee must represent the District in these contacts in a professional manor.

WORK ENVIRONMENT

While at their base of operation in the District office, employee will work in a climate-controlled office under artificial lighting. In the field will work upon the highway exposed to traffic and in maintenance facility truck sheds in and around heavy equipment under various temperatures during all times of the year. Work in and on these facilities may expose the employee to odors from hot asphalts, lubricants, hydraulic fluids, and antifreeze. Position requires frequent travel within the District and occasionally to other Districts and Headquarters.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

In the office employee will be required to sit for long periods of time using a keyboard and video display terminal. In the field employee will be required to climb in and out of 4-wheel drive trucks, squat, kneel, and work on uneven terrain. Capable of sustaining mental activity of report writing and problem solving. Ability to develop and maintain cooperative working relationships and respond to difficult situations.

I certify that I can perform the duties listed above with/without reasonable accommodation.

EMPLOYEE (print)

DATE

EMPLOYEE (signature)

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (print)

DATE

SUPERVISOR (signature)

Refer to "Typical Duties" to determine if a duty is essential or marginal.

If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.